Meeting Minutes

# Weekly Meeting with 6.TUES-18.30-3/Mr Mohammad Ali

# Meeting No: 17

## Meeting Details

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| --- | --- |
| Date: | 13/10/2020 |
| Venue: | Microsoft Teams |
| Attendees: | Oscar Ling  Indirakshi Sreeram  Andhika Rakha  Yuepeng Du  Mr Mohammad Ali |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Updated the team on each member’s progress |
| 2 | Prepared for lab demonstration - business narrative and who will be presenting |
| 3 | Demonstrated the product (login/signup), plus (database) created, to the tutor |
| 4 | Discussed with the team about tasks left to complete for the submission and assigned members for each task |
| 5 | Discussed minor issues faced by the members and all members got together to solve it |
| 6 | Conducted a sprint retro for the current sprint with the scrum master |
| 7 | Allocated tasks for all members to have done by the next meeting |
| 8 | Oscar to setup meeting for 17/10/2020 |

## Action Items

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| --- | --- | --- | --- |
| No. | Item | Who | By |
|  | * Continue integration of front end and back end * Write up definition of done on clickup * Create slides for presentation | Andhika Rakha | 17/10/2020 |
|  | * Work on testing documents and test cases and evidence * System architecture and design for report * Readme file for build/deploy * DB scripts to submit | Yuepeng Du | 17/10/2020 |
|  | * Work on Terraform/AWS + Deployment * Overview of gitflow for report * Diagram of deployment pipeline for report * Create slides for presentation | Oscar Ling | 17/10/2020 |
|  | * Gather all documents together in a folder for submission * Peer review contribution document * Summary of all user stories for report * Vision statement for report and scrum process description for report * Create slides for presentation | Indirakshi Sreeram | 17/10/2020 |